



MINORITY AND/OR WOMEN BUSINESS ENTERPRISE COORDINATOR'S CONNECTION

FALL 2009

"Putting Words to Work": M/WBE Open House a Success



"City Purchasing Manager Angelene Brinkley and Joan Green owner of Joan's Cleaning Service talk about business opportunities at the 2009 Open House."

Smiles and handshakes were all around as business owners and City/GUC employees mingled at the M/WBE Program's first "Open House" event held on Thursday, August 20th in City Hall. Approximately 50 business owners interested in construction opportunities, providing general and professional services, or supplying materials to both the City of Greenville and Greenville Utilities Commission were welcomed by some 35 City and GUC staff members.

Business owners received a powerful punch of need-to-know information on how to do business with the City and GUC, including a list of upcoming opportunities for the 2009/2010 fiscal year. They learned that local governments are not like the private sector; they must follow purchasing laws in order to award contracts. This means the award goes to the lowest bid that is able to meet specifications or that qualifications and service records are the first level of consideration, but the budget is still an important factor.

Attendees also heard about the new Statewide Uniform Certification program. Afterwards, each was able to mix and mingle with purchasers for that golden opportunity to put his/her best foot forward.

"It's all about positioning," stated City/GUC M/WBE Coordinator, Denisha Harris. "Successful business owners are able to build relationships with the buyers and learn their needs so that they may position themselves to meet and even surpass expectations when an opportunity becomes available. There are potentially hundreds of businesses in the state and elsewhere that want the same contract. What makes you stand out from all the rest? It is imperative that business owners understand the government market. The keys are patience and persistence."

Afterwards, everyone enjoyed a reception sponsored in part by one of Greenville's outstanding M/WBEs, GK Café and Catering, located at 3197 East 10th Street, Suite C.

For more information concerning other events such as this, contact your M/WBE Coordinator, Denisha Harris, at 252.329.4862.

Upcoming Business Development Training & Workshops

November	12	Cash Flow Planning Small Business Technology & Development Center ECU, Willis Building 5:30 pm - 7:30 pm
November	19	The Rural Center and You: Business Development Opportunities for Small Business Greenville City Hall, 3rd Floor 5:30 pm - 7:30 pm
December	9	How to do Business with Government Small Business Technology & Development Center ECU, Willis Building 5:30 pm - 7:30 pm
December	10	How to Conduct Market Research Small Business Technology & Development Center ECU, Willis Building 5:30 pm - 7:30 pm
December	17	Minority Business Roundtable Greenville City Hall 3rd Floor Conference Room 12:00 pm-2:00 pm (Feel free to bring lunch)

To view the Fall 2009 Class Schedule for Pitt Community College Small Business Center, visit <http://www.pittcc.edu/continuing-education/programs/small-business-center/>

Registration is required for all trainings & workshops.



CITY OF GREENVILLE, NC

A Message from the Coordinator...

With the chill in the air and the colors changing in the leaves, the signs of fall are all around us. Summer vacations are becoming a distant memory while the anticipation of family get-togethers and holiday hustle and bustle claim our attention for yet another year. There is so much to do and so little time; it becomes easy to get distracted and lose focus of our long-term goals for business success. If you're like me, whatever pops up first on the radar claims my attention whether it is a seemingly "urgent" email or a phone call in the middle of reviewing an important report. The end-of-the year rush becomes yet another opportunity for something else to take over your priority list and steer your attention away from your target.

Ok, so my mother always told me if you know better, do better. The question is how can we "do better" this time around? Is it impossible not to have deadlines creep up on us or be able to enjoy the holiday season and accomplish everything we want to? The answer is maybe, but maybe not. It is not likely that we will always be ahead of the game or that a laundry list of things to do will get done exactly when we want it to. But we can do the following: prioritize, organize, and re-energize.

By setting priorities, we re-affirm our goals consistently, so that a distraction does not become a priority. If it can be done later, then it needs to be done later. We can also organize so that we manage our time appropriately. How much time do we waste shifting through last week's piles to find this week's assignments? Let's try to organize on the front-end so we save time all the way around. Besides, disorder is another distraction which keeps us off course. Finally, when we prioritize and get organized, we find a new sense of accomplishment which re-energizes us to forge ahead to meet our goals. What was once overwhelming is now manageable, taking it one step at a time.

That was easy, right? I know, easier said than done. A little determination goes along way; so does a partner to keep you on course. By January, you will be ready to do it all over again...

Denisha Harris is the M/WBE Coordinator for the City of Greenville, NC and the Greenville Utilities Commission. **contact Denisha at 252.329.4862 or dharris@greenvillenc.gov**



Introducing Amanda Meyer... New Chamber Liaison for MBR

The Minority Business Roundtable is moving full steam ahead with our new Chamber liaison, Amanda Meyer. Amanda is working to help the group fulfill its mission of education, opportunity, and empowerment. M/WBE asked Amanda a few questions to help us learn a little more about our new liaison:

Q: Tell us a little about yourself.

A: I grew up here in Greenville and attended college at East Carolina University where I majored in Interpersonal and Organizational Communication. I started working at the Chamber part-time while I was finishing my undergraduate degree. I have been with the Chamber since April 2008. In my spare time, I enjoy photography, writing, travelling and ECU football among other things.

Q: What are your primary duties at the Chamber?

A: My primary duties at the Chamber include membership retention, event planning and marketing tasks. I also oversee the Chamber's Ambassador Program, Chamber 101, Business Bites and work as the Chamber's liaison for the Minority Business Roundtable.

Q: What is your vision for the MBR? How would you like to see this group help the minority business community?

A: My vision for the Minority Business Roundtable is a cohesive group that works together to utilize every resource and opportunity available to empower minority business owners and build a stronger business community. I would like to see this group help the minority business community in leading by example and taking positive action to make the business community as a whole stronger than ever.

Q: Have you ever thought about owning your own business one day?

A: I have considered owning my own business one day. I enjoy photography as a hobby and have considered making this a more serious goal in the future. I love to hear and see people's stories, and so I think helping people document those stories would be fulfilling.

Please welcome Amanda and attend our MBR meetings held the third Thursday of each month at 12:00 pm in Greenville City Hall.

MBR/Chamber Meet, Eat, and Greet!

What do you get when you include some of Greenville's most influential leadership, talented and enthusiastic business owners, and good food?: a recipe for opportunity! Leaders such as the City and County Managers, Management from East Carolina University and Pitt County Memorial Hospital, and local bankers, physicians, and community leaders joined the Minority Business Roundtable members for food and conversation about the business landscape and the needs and desires

of the minority business community. The event, held at Rep Express located at 805 Red Banks Road, was the 3rd event either sponsored or co-sponsored by the Minority Business Roundtable.

If you would like to become involved in these and other opportunities, contact M/WBE Coordinator Denisha Harris at 252.329.4862.

City of Greenville FY 2009/2010 Contract Opportunities

Community Development

- West Greenville Redevelopment Project
- Center City Revitalization

Fire/Rescue

- Fire/Rescue Station No. 5 Traffic Signal
- Fire/Recue # 7

Information Technology

- Routing & Switching Upgrades & Expansions
- Storage Area Network System
- LAN Telephony
- Data Backup & Recovery System
- City Wide Network Infrastructure
- Geographic Information Systems-Citywide
- e-Government Online Technologies
- Fire/Rescue Technology
- VMWARE Hosts Servers & Software

Public Works

- Storm Drainage Improvements Beatty Street
- Storm Drainage Improvements Dickson Avenue/Chestnut Area
- Restoration of Moyewood Stormwater Facility
- Storm Drainage Improvements Skinner Street/Howell Street Area
- Storm Drainage Maintenance Improvements Eastwood Subdivision
- Storm Drainage Maintenance Improvements Lakewood Pines Subdivision
- Storm Drainage Maintenance Improvements Lynndale Subdivision Design
- Install new Carpet in Police/Fire Rescue
- Tree Removal / Stump Removal
- Hybrid Bucket Truck
- Hybrid Buses
- Garbage Truck Front Loader
- Garbage Truck Rear Loader
- Garbage Truck Leaf Collectors
- 2 Ton Dump Truck
- Ambulance
- Personnel Lift
- 61 inch Lawn Mower

Recreation & Parks

- Play Equipment Renovation and Replacement
- Gymnasium HVAC Systems

From the NC HUB Office:

The Office for Historically Underutilized Businesses (HUB Office) launched its new Statewide Uniform Certification (SWUC) Program on July 1, 2009. SWUC Program was developed to streamline the certification process, reduce the redundancy in certifying minority and women-owned businesses (M/WBE), and create a centralized HUB and minority/women business database. The HUB Office is responsible for certifying HUB/MWBE firms that previously had to apply for certification through the HUB Office as well as the local M/WBE Program Offices.

In an effort to make the transition to Statewide Uniform Certification manageable and less cumbersome for the HUB firms and potential HUB firms, the HUB Office implemented a Transfer of Certification process. The Transfer of Certification allows those firms that are not currently certified with the HUB Office, but are certified with a local M/WBE Office to transfer into the SWUC Program. However, the HUB Office will only accept Transfer of Certifications until October 15, 2009. If a firm certified with a local M/WBE Office does not request a Transfer of Certification by the deadline, they are required to apply for HUB Certification and complete the entire certification process under the new SWUC Program.

Please complete the Transfer of Certification process online by visiting <http://www.doa.state.nc.us/hub/index.htm>. Once you have completed the process, please inform your M/WBE Coordinator to update your status.

East Carolina Connection:

by Teresa Ramaglino

East Carolina University continues to be committed in advocating for minority, women and disabled-owned businesses, in their efforts to conduct business with the State of North Carolina and East Carolina University. Historically Underutilized Businesses (HUB) should register with the State of North Carolina at <http://www.doa.state.nc.us/hub/>. The NC HUB office assists firms with becoming certified as a historically underutilized business. In addition, the HUB Office provides outreach, training and networking opportunities for new and established HUB firms. This website provides access to programs and core services, a HUB vendor/firm database, upcoming bids with various state agencies and public entities, HUB Annual Reports, HUBSCO Construction Reporting System, and the latest news and calendar information for training

Greenville Utilities Commission FY 2009/2010 Contract Opportunities

- WWTP Headworks Improvements Project
- Hardee Creek Outfall Extension Budget Amendment - SCP-98
- Construction Contract for Next Phase of the Sanitary Sewer Rehabilitation Program
- Sewer Service to Chicod School, Project
- Thomas Langston Road Water Main Extension
- Water System Master Plan Update

Welcome to the New M/WBEs!

ASJ Wilson Construction, Inc (Greensboro, NC)
B & M Construction Group (Greenville, NC)
Paperless Digital Solutions (Charlotte, NC)
Roebuck Precision Machine, Inc (Goldsboro, NC)
Let There Be Light (Wallace, NC)
McPherson, Berry & Associates (Ridgeland, SC)
Nease Personnel Services (Greenville, NC)
PRISKA (Washington, NC)

10 Ways to Set Priorities by Lisa Kanarek

1. Use a paper-based, electronic or computerized list to keep track of your tasks, instead of relying on your memory. A list will give you a clear idea of what you need to accomplish.

2. Which tasks could you handle another day? If you would face no consequences by moving a task forward, move it ahead another day or another week.

3. Know the difference between important and urgent. Important means a task needs to be done, while urgent means it must be done immediately. Knowing the difference between the two will make prioritizing easier.

4. Realize that you can't do everything. This will help you to realistically prioritize your tasks.

5. Determine if postponing the task would affect other projects you are working on. Tasks and projects can have a domino effect. If you do one task, yet fail to do another, you may have wasted effort on the first task.

6. Set clear goals. There's a saying, "If you don't know where you're going, how will you know when you get there?" By not setting clear goals, you may be accomplishing tasks with short-term benefits.

7. Decide if the task will help you achieve your goals. If so, give it a higher priority.

8. Are you making a task a top priority because it's easy? Don't be fooled by easy tasks, especially when they could be done days or weeks later.

9. Focus on quality, not quantity of tasks. Accomplishing a few tasks that are a higher priority is better than accomplishing several lower priority tasks.

10. Which task will increase your income? If the task will only serve to keep you busy, it is not a top priority. Think in terms of how the task will improve your productivity and performance.

Brought to you by SCORE "Counselors to America's Small Business."



The Rural Center and You: *Business Development Opportunities for Small Business*

What is the NC Rural Center?

Nonprofit that focuses on economic development in rural counties. One strategy is strengthening business through access to capital.

Who should attend?

Start-ups, existing, and mature businesses.

When will the event take place?

Thursday, November 19th from 5:30 pm-7:30 pm. Meeting will be held at Greenville City Hall.

Where do I get more information?

Learn more about the NC Rural Center by visiting ncruralcenter.org and meeting information at the City's website, greenvillenc.gov.

For more information and to RSVP your attendance, please contact Denisha Harris at 329-4862 or dharris@greenvillenc.gov

M/WBE: Putting our Words to Work...

It is the policy of the City of Greenville and Greenville Utilities Commission to provide minorities and women equal opportunity for participating in all aspects of the City's and Utilities' contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchases, and professional and personal service contracts.

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BUSINESS ENTERPRISE**